

BISON FILE & SERVE QUICK GUIDE FOR TRANSMITTING DOCUMENTS TO OHA



This Quick Guide outlines how [DOI bureau and office personnel](#) can transmit case-initiating documents to the Office of Hearings and Appeals via Bison File & Serve.

For in depth information on using Bison File and Serve, please review the [DOI User Guide](#).

Please consult the [Standing Orders on Electronic Transmission](#) for additional guidance.

DOI's Office of Hearings and Appeals (OHA) has deployed **Bison File & Serve (BFS)**, an online eFiling system for case adjudication, of five OHA units:

Departmental Cases Hearings Division (DCHD)

Office of the Director (DIR)

Interior Board of Indian Appeals (IBIA)

Interior Board of Land Appeals (IBLA)

White Earth Reservation Land Settlement Act Hearings Division (WELSA)

Please visit <https://www.doi.gov/oha/bfs> for information on BFS registration and login.

All users must register to access the system.

Please consult the [User Guides](#) before contacting the [Helpdesk](#). OHA personnel cannot assist in BFS user issues; all technical questions or concerns must be directed to the [Helpdesk](#).

DOI bureaus and offices are required to use BFS to file or participate in cases before OHA.

For new cases, if a DOI bureau or office receives case-initiating documents, either by regulation or by mistake, that should be filed with OHA, the documents should be transmitted to the proper OHA unit promptly upon receipt.

The following slides explain how DOI bureaus and offices should transmit case-initiating documents to OHA using BFS.

First, log in to BFS and click on + New Case on the eFiler home screen

Bison File & Serve 2411.08

Home

Home

My Cases

+ New Case

Step 1: Click the Acknowledgement checkbox and click “Save.”

Bison File & Serve 2411.08

Home / New Case

Case

Step 1

Filers may submit documents electronically to the Office of Hearings and Appeals (OHA) through Bison File & Serve as authorized by the OHA Standing Orders on Electronic Transmission available on the OHA website. Electronic filing of a document does not relieve the filer of the obligation to serve that document on interested parties to a case that have not consented to electronic service through the Bison File & Serve system. Please ensure that any notices of appeal uploaded into this system are filed or served, as applicable, with the office of the official that issued the decision being appealed.

OHA uses Bison File & Serve to receive official filings electronically in lieu of paper filings. Sending a document directly to an OHA unit via e-mail, rather than through Bison File & Serve, does not constitute electronic filing unless otherwise specified by that unit.

Documents filed electronically must be transmitted by 11:59 pm Eastern Time (DIR, IBLA, IBIA), by 11:59 pm Central Time (WELSA), or by 11:59 pm Mountain Time (DCHD) on the day the document is required to be filed with the applicable OHA unit to be considered timely filed.

At all times, any person filing electronically assumes the risk of all errors not solely attributable to a malfunction of Bison File & Serve that may result in the inability to complete an electronic transmission. If the filer experiences problems with Bison File & Serve, please contact the system administrator at BFSHelpdesk@oha.doi.gov. The filer should provide supporting evidence of the problem, such as a copy of an error message or screen print of an error page. OHA will verify reported outages of Bison File & Serve.

Acknowledgement * I acknowledge that I have read and understood the above policies and procedures in their entirety and agree to abide by them.

Save

Step 2: Select the OHA unit where you want to transmit the documents and indicate that you are a DOI employee.

Step 2: Case Information ^

Where Do You Want to File the Case? *

Which Bureau or Office is Relevant to the Case? [?]

Link

[Click here for a list of bureau/office acronym definitions](#)

Are You a Department of the Interior Employee? *

Yes No

Click "Yes."

Save to Continue

Step 2 continued: Select your role in the case.

Select the applicable role based on the OHA unit to which you are transmitting the documents:

- DCHD: DOI User (Transmittal Only)

Where Do You Want to File the Case? * Departmental Cases Hearings Division

Which Bureau or Office is Relevant to the Case? [?] BLM

Link [Click here for a list of bureau/office acronym definitions](#)

Are You a Department of the Interior Employee? * Yes No

For Filer Role, select "Initiating Party" if you are filing a notice of appeal, request for hearing, or application/petition for review on behalf of yourself or another individual or entity. Select "DOI User (Transmittal Only)" if you are a DOI employee transmitting an appeal, complaint, or request for hearing to DCHD that was originally filed with a bureau/office by a non-DOI individual or entity.

What Is Your Role in the Case? * DOI User (Transmittal Only)

[Save to Continue](#)

- DIR: Transmittal Only

Where Do You Want to File the Case? * Office of the Director

Which Bureau or Office is Relevant to the Case? [?] BLM

Link [Click here for a list of bureau/office acronym definitions](#)

Are You a Department of the Interior Employee? * Yes No

What Is Your Role in the Case? * Transmittal Only

Select this option if you are either (1) a bureau or IBC representative transmitting an Administrative Report and Recommendation in a waiver case; (2) a Department of the Treasury representative transmitting an Administrative Wage Garnishment Package; or (3) a bureau or office representative transmitting a request or appeal package on behalf of a member of the public.

[Save to Continue](#)

Step 2 continued: Select your role in the case.

- IBIA: DOI User (Transmittal or Referral)

Where Do You Want to File the Case? * Interior Board of Indian Appeals

Which Bureau or Office is Relevant to the Case? [?] DOI - Bureau of Land Management

Link [Click here for a list of bureau/office acronym definitions](#)

Are You a Department of the Interior Employee? * Yes No

What Is Your Role in the Case? * DOI User (Transmittal or Referral)

Select DOI User (Transmittal or Referral) if you are a DOI user, and you are either: (1) forwarding a notice of appeal that you received from a non-DOI party, or (2) referring a matter from the Secretary, OHA Director, or Assistant Secretary-Indian Affairs for a decision under 43 C.F.R. § 4.1(b)(1)(ii).

Save to Continue

- IBLA: DOI User (Appeal Transmittal)

Where Do You Want to File the Case? * Interior Board of Land Appeals

Which Bureau or Office is Relevant to the Case? [?] BLM-California

Link [Click here for a list of bureau/office acronym definitions](#)

Are You a Department of the Interior Employee? * Yes No

If you are filing an appeal on behalf of yourself or someone else, then select Appellant. If you are a DOI employee transmitting an appeal to the Board, then select DOI User (Appeal Transmittal).

What Is Your Role in the Case? * DOI User (Appeal Transmittal)

Save to Continue

Steps 3 and 4 are not required.

DOI bureaus and offices are not required to fill out contact information for parties to the case, or to select other DOI bureaus and offices to receive service of the case initiating documents that are being transmitted to OHA.

Step 3: Contact Information	Step 3 is not required for transmittals	^
Step 4: Electronic Service on the Department of the Interior	Step 4 is not required for transmittals	^

Proceed to Step 5.

Step 5: Upload the documents that you want to transmit to OHA.

Step 5: Document Upload



The maximum file size for uploads is 30 MB. Documents that exceed 30 MB must be uploaded in parts.

File names may not exceed 60 characters per upload. Zip files are not accepted. **The acceptable file formats are .pdf, .doc, or .jpeg.**

Warning: If you would like to submit a privileged or confidential document, please ensure you select the appropriate document type from the drop-down list. Documents that are not uploaded under the privileged or confidential document types will be immediately viewable by other parties to the case upon submission.

File * 2

Date-stamped File

If this document is split into multiple parts, select the part number below.

Part Number of Document 3

Action Type * 4

- 5 Notice of Appeal
- Request to Limit Disclosure of Confidential Information
- Transmittal of Appeal or Referral (DOI User)



1. Click "Upload New Document."
2. Select a file to upload to the case. File names cannot exceed 60 characters.
3. Documents that exceed 30 MB must be split into parts. If you are splitting a document into multiple parts, you may assign a consecutive number to each part. If you are not splitting a document into multiple parts, do not assign a part number.
4. Select an Action Type and Sub-Type, if applicable. The Action Type options for transmissions vary by OHA unit. A list of the available Action Types is included in Appendix 1 and 2 of the User Guides, <https://www.doi.gov/oha/bfs/support>.
5. Click "Save" to add your document to the submission.

IMPORTANT: Selecting the proper Action Type is essential to protect privileged and confidential information from being improperly disclosed to OHA and/or parties to the case. For detailed guidance on filing privileged and confidential information, see the BFS eFiling Confidential or Privileged Documents User Guide.

After you are done uploading your documents, click "Submit" to file them with OHA.

A "Workflow Message" will appear at the top of the screen



A "Transmittal Confirmation" email will be sent to your email address if your submission is successful.

U.S. DOI Bison File & Serve Transmittal Confirmation – DO NOT REPLY



Inbox x

Admin <fd-eeoproductsupport@micropact.c...> 10:11 AM (15 minutes ago)
to me ▾



OHA Unit: IBLA
Originating agency: BLM-California
Date/Time Submitted: 03/04/2025 10:11 AM

Please click [here](#) to view your submission.

Once the transmittal has been processed, the parties will be provided with additional information regarding further proceedings.

Thank you,
IBLA
Office of Hearings and Appeals
U.S. Department of the Interior

This message was automatically generated by Bison File & Serve (BFS), the electronic filing system of the Department of the Interior, Office of Hearings and Appeals.



Nothing else is required
once case-initiating
documents have been
submitted.
